

Job Opportunity

Date: July 28, 2006

Position Title/Rate: Bailiff-\$11.55/hr

Department/Division: **Judge Janet E. Barton
Civil Calendar**

Location: 201 W. Jefferson, Phoenix

Job Requirements: Bailiff minimum qualifications include a High School Diploma or GED

Comments: The Honorable Janet E. Barton seeks a full-time Bailiff to begin in September. This recruitment is ongoing until the position is filled. All interested applicants should mail, or fax their résumé immediately to:

Honorable Janet E. Barton
201 W. Jefferson, Ste 7A
Phoenix, AZ 85003

Phone: 602-506-5340
FAX: 602-372-8616

JOB SUMMARY:

Under limited supervision, provides coordination of courtroom proceedings and performs a variety of legal and clerical duties related to the performance of a Superior Court division.

PRIMARY DUTIES OF THE POSITION:

Orders or prepares files and daily calendar for the Court; schedules hearings; prepares courtroom for trial; manages courtroom during proceedings; assists visitors, jurors and pro pers with explanations, directions, and instructions; responsible for the jurors; assists witnesses and attorneys during courtroom proceedings; distributes the Calendar of Court proceedings as required; inputs to the integrated Court Information System (iCIS); may perform other tasks and duties as requested by the Judge or Judicial Assistant.

QUALIFICATIONS/EXPERIENCE/CERTIFICATION/LICENSURE REQUIRED:

Knowledge, Skills and Abilities: High School Diploma or GED required. Knowledge of court procedures, legal terminology, legal research techniques, and the operation of e-courtroom equipment preferred.